



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Maintenance Supervisor
Class Code Number	5160

General Statement of Duties

Plans, prioritizes, assigns, and reviews the work of crews involved in the construction, maintenance, and service of City infrastructures; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan, prioritize, assign, and review the work of crews involved in the construction, maintenance, repair, and service of City infrastructures and facilities in assigned area of responsibility. The work is performed under the supervision and direction of higher level management employees, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in various outdoor environments with exposure to remote terrains and varying weather conditions.

Examples of Essential Work (Illustrative Only)

- Plans, supervises, reviews, and evaluates the work of one or more City maintenance crews, including assigning work, setting priorities, and monitoring all completed work and work in progress to ensure all work is completed in a timely and efficient manner;
- Trains others in work procedures and reviews and evaluates all work performed by crew members;
- Monitors work activities of assigned crews to ensure all work activities are in compliance with State and Federal rules and regulations;
- Responds to after hours emergency calls, including power outages, spills, and line obstructions;

- Acts as a liaison between the Department and the general public, contractors, business representatives, government agencies, and other related professionals to ensure positive public relations;
- Works closely with designated other supervisory personnel to promote positive work attitudes within the department and maximize teamwork and cooperation by all departmental employees;
- Addresses concerns or complaints from the public and takes appropriate action to ensure a timely and satisfactory resolution;
- Reports any controversial problems and/or departmental needs to immediate supervisors as necessary;
- Participates in the Department's annual budgetary processes, including monitoring expenditures, and maintaining related reports and records as required;
- Secures and maintains an efficient inventory of necessary tools, supplies, and equipment to ensure the timely completion of assigned tasks, including procuring materials and equipment as necessary;
- Provides technical expertise, advice, and recommendations to the Capital Improvement Projects;
- Maintains complete and accurate records of all construction, maintenance and/or repair activities as required;
- Performs the full range of construction, maintenance, and repair work related to functional area of assignment as necessary;
- Interprets drawings, diagrams, specifications, and blueprints, and provides technical assistance to staff as required;
- Maintains accurate logs and records of work performed as required;
- Ensures all work is completed in accordance with prescribed safe work methods, including enforcing the use of appropriate safety equipment as required;
- Participates in the administration of personnel functions for specified area of assignment, including making recommendations for selection of new employees, training, review, and discipline;
- Maintains and monitors daily time cards of employees as required;
- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the functional area of assignment;
- Operates a variety of hand and power tools and equipment related to work assignment;
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the work day;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of basic principles and practices of construction, maintenance, and repair of City infrastructures and facilities;
- Thorough knowledge of the safe and proper use of basic hand tools, power tools, and other related construction equipment;
- Thorough knowledge of basic safety principles and practices of maintenance and repair activities;
- Thorough knowledge of related Federal, State, and local ordinances and regulations related to operation, construction, and maintenance work in the specified area of assignment;
- Thorough knowledge of the maintenance and operation of related light and medium duty equipment used in functional area of assignment;
- Thorough knowledge of the operational characteristics of mechanical equipment and tools used in the assigned area of responsibility;
- Thorough knowledge of drafting, blueprints, layouts and designs of related trade;
- Substantial knowledge of procurement, finance, and bid processes;
- Substantial knowledge of the principles of supervision and training of others;
- Ability to effectively supervise, instruct, and direct the work of others as assigned;
- Ability to efficiently perform purchasing, procurement, finance and bid processes;
- Ability to efficiently operate related light, medium, and heavy duty equipment, hand and power tools, and other equipment related to functional area of assignment;
- Ability to establish and maintain effective working relationships with assigned supervisors, other City employees, and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Four to six years public works construction, maintenance, or service experience, with some supervisory experience.

Required Special Qualifications

- Valid Class C California State Driver's License and/or an appropriate level commercial license; and
- Certification(s) specific to functional area of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to efficiently operate related City vehicles, tools, and equipment in the maintenance and repair of City streets and roadways;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to efficiently operate related City vehicles, equipment, and hand tools as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to easily access City vehicles, and streets, roads, and heavily wooded areas, in a variety of terrains and weather conditions.